

STATE OF MONTANA  
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES  
MONTANA DEVELOPMENTAL CENTER  
P.O. BOX 87  
BOULDER, MT 59632

INTERNAL/EXTERNAL POSTING

APRIL 16, 2008

5 PAGES

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<b>Title:</b>	Psychiatric Aide Trainee	<b>Position No.:</b>	95107
<b>Division:</b>	Disability Services	<b>Pay Band:</b>	2
<b>Location:</b>	Montana Developmental Center Boulder, MT	<b>Union:</b>	AFSCME
<b>Status:</b>	Perm/Full-time	<b>Starting Date:</b>	As soon as possible
<b>Salary:</b>	\$9.37 hourly	<b>Supplement:</b>	No

**APPLICATION DEADLINE:** The Montana Developmental Center maintains open recruitment for Psychiatric Aide Trainee applications. Applications for these positions are considered current for one year. Position will remain open until filled. A hiring decision will be made each month until positions are filled. Applications may be returned to the Montana Developmental Center, Personnel Office, P.O. Box 87, Boulder, MT 59632, faxed to 406-225-4414 or e-mailed to Cbirtcher@mt.gov.

**SPECIAL INFORMATION:** Days off and shift hours: To be assigned.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

This position is a training assignment. Persons hired will be assigned to current vacant positions after receiving two weeks of preservice training. This assignment is ordinarily maintained for 90 days at which time the employee can bid on an internal vacancy in accordance with the applicable labor contract and consistent with facility practice. Upon successful completion of one year of experience and successful completion of additional required training, employees will advance to Psychiatric Aide, Band 3 currently compensated at \$10.07 hourly.

**REASONABLE ACCOMMODATIONS:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Officer at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

**ESSENTIAL JOB FUNCTIONS:**

Under the supervision of the Shift Manager and consultation from the Treatment Programming Specialist provides direct monitoring, habilitation/training, treatment, support, guidance, counseling, rehabilitation techniques, therapeutic care, management and supervision to clients in meeting the requirements of the Individual Treatment Plan in accordance with established policies, procedures and guidelines.

- A. Supervises and supports clients in the daily implementation of Individual Treatment Plan using knowledge of developmental, psychological, social sexual disabilities and adult learning and skills in implementing written and oral training/treatment programming and procedures to maintain independence.
1. Trains clients in a variety of self-help, social, vocational, and functional living skills including but not limited to eating, toilet training, dressing, bathing, grooming, communication, leisure time/recreation, bed making, housekeeping, clothing care, cooking, money management.
  2. Monitors and maintains awareness of the location of clients under his/her responsibility.
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**AN EQUAL OPPORTUNITY EMPLOYER**

**ESSENTIAL JOB FUNCTIONS:** - continued

3. Monitors/coordinates daily routines of clients (i.e., phone calls, showers, meals, etc.).
  4. Coordinates clients in accordance with established schedules.
  5. Observes client's behavior to facilitate progress of treatment goals/objectives.
  6. Observes and documents group and individual interactions and dynamics behavior.
  7. Verbally reports relevant information to immediate supervisor.
  8. Selects and implements appropriate intervention(s) to allow positive learning experience for clients.
  9. Maintains safety and security of the facility for clients and staff.
  10. Observes and documents clients behavior interaction with others and progress that has been or may still need to be addressed.
  11. Informs clients of rights and grievance procedure.
  12. Maintains and protects client's rights.
  13. Communicates with clients in order to teach/encourage social skills daily living skills, leisure skills, socialization, communication, vocational skills, boundary classes, money management classes, nutrition classes, cooking classes, active and passive range of motion skills, ambulating skills using knowledge of established facility procedures, encourage clients to express feelings and emotions by talking , listening and clients.
  14. Encourages/assists clients to participate in treatment plans.
  15. Assists in identifying alternatives to aggressive behaviors, barriers in emotional or environmental setbacks, and problem solving to achieve independence in life choices.
  16. Participates in unit meetings; discusses issues of treatment plans/ schedules/unit or ground safety/policies/procedures (etc.), organizes unit activities, and plans off grounds outings.
  17. Provides input and help develop treatment plan.
  18. Supervises clients on and off grounds.
  19. Escorts clients both within and off grounds for appointments, special events and provides supervision during activities using knowledge of policy and procedures.
  20. Intervenes in crisis situations and responds to emergencies and harmful behaviors, using knowledge of Stress Reduction Area and restraint procedures and documents unauthorized action on proper documentation.
  21. Attends treatment meetings to exchange information and make recommendation regarding client treatment programs, using results of observation and client behaviors.
  22. Transports clients by vehicle to and from such places as job sites, e.g., Town Pump, Dairy Queen, recycling collection.
  23. Responds and assists law enforcement agencies when a client leaves the facility without permission and or the facility not having prior approval or knowledge of the client leaving. Physically intervenes when clients are endangering themselves or others, and transports clients that have created a disturbance to a more appropriate area by using the facility procedures. Physically removes any objects from a client that may be dangerous if used toward another person in the effort to maintain protection from harm.
  24. Informs and receives information from other staff on movement of clients, to a different location on grounds to ensure accurate population counts in specific areas by communication with a 2-way radio or telephone.
  25. Records on client's evaluation and assessments for TPS'.
  26. Verbally and physically instructs exercise activities, and occupation and physical therapy treatments.
  27. Must have working knowledge and ability to deal with a variety of clients ranging from severely disabled clients needing total care to very high functioning with dangerous assaultive and predatory behaviors.
- B. Safely manages and monitors client behavior using knowledge of developmental, psychological, social sexual, and dual diagnosed disabilities, reports and documents nursing care and assistance with activities of daily living in accordance with established policies, procedures and guidelines.
1. Builds positive client relationships by appropriately interacting ~ participates as an adult role model.

**ESSENTIAL JOB FUNCTIONS:** - continued

2. Participates in team process by providing input and carrying out strategy of Individual Treatment Plans, as required.
  3. Uses established techniques when intervention is necessary and within guideline(s).
  4. Instructs clients with issues resolution.
  5. Assists with admission, discharge
    - obtain and record vitals (height, weight, etc.)
    - inventory personal property
    - orient clients to new environment.
  6. Instructs clients in daily skills such as toileting, cleaning face and hands, oral hygiene, bath, hair care, shaving, and appropriate dress using knowledge of policy and procedure as well as Individual Treatment Plans.
  7. Maintains a safe, clean and comfortable environment for clients by either assisting clients, other client workers, or directly, cleaning and making up units, (i.e., interior decorating, wall paper, stencils, drapes, etc.) and their own rooms, and cleaning utility rooms and dining areas.
  8. Records and reports clients status in such areas as appetites, food preferences, eating habits, vital signs, (height, weight, temp. etc.) on established reporting forms such as progress notes.
  9. Assists medical staff in treatments and medication distribution (i.e., monitoring of clients, ensure correct client is present, monitoring and ensuring client takes medication and that there are no visible side effects afterward, monitoring and ensuring the application of treatment creams and lotions.)
  10. Completes and reports emergency care
    - cardiopulmonary resuscitation
    - as requested, Stress Reduction Areas and restraint holds
    - account for sharp objects and keys
    - search for dangerous items
    - report incidents.
  11. Monitors routine activities, monitors excess food or liquid intake, monitors elimination habits, sleep habits.
  12. Uses Arjo tubs and Arjo lifts.
  13. Applies orthopedic devices as needed as directed by OT/PT.
  14. Monitors clients every 15 minutes and sign that the check has been done when required.
  15. Documents progress notes of client activity every 30 minutes as directed.
  16. Does search method for prohibited items for clients entering or exiting the units, as necessary.
  17. Maintains knowledge and skills of proper application of mechanical restraints for a crisis situation.
  18. Fills out all proper mechanical restraint packets when restraints are applied.
  19. Works calmly and actively with clients that are in a crisis situation, or are court-appointed for a criminal commitment to MDC.
  20. Maintains a sign-in sheet of all people entering and exiting the secure unit when working that area.
  21. Knows the clients' levels of restriction, where they can go, where they can work, when they can use the phone, etc.
  22. Knows and abides by ICF-MR and ICF-DD policies and procedures.
- C. Implements program activities using knowledge of developmental, psychological, social/sexual, dual diagnosed adult care, and treatment/training special considerations.
1. Follows residential and facility program schedule(s) or adjusts as necessary to meet clients' needs.
  2. Implements treatment/training and behavioral programs as per written instructions.
  3. Participates in discussion with clients/staff to clarify rules, procedures, issues and schedule of activities.
  4. Instructs classroom activities.
  5. Provides and/or assists in recreational activities in coordination with the support of recreation staff.
  6. Provides and/or assists in the transportation of clients as directed (i.e., classrooms, OT/PT, rec., etc.).

**ESSENTIAL JOB FUNCTIONS:** - continued

7. Special Considerations
  - a. Housekeeping.
  - b. Infection prevention/biohazards.
  - c. Files reports/documentation.
  - d. Continuing education.
  - e. Safe operating procedures.
  - f. Respect and dignity.
  - g. Complies with policies.
  - h. Confidentiality.
- D. Uses established or agreed upon communication system to provide treatment/training, support, and care for clients, and to communicate with supervisors and peers in writing or orally using ability to follow oral and written instructions including client treatment programs and facility policies and procedures.
  1. Utilizes log book daily by reading previous entries and entering pertinent data to reflect client issues on treatment goals and objectives, maintenance concerns, security problems, notable occurrences in residence, etc.
  2. Discusses shift activities and issues with other staff and clients.
  3. Prepares reports on clients as required, reflecting progress on goals and objectives, as well as pertinent observations, behaviors and issues, as they occur.
  4. Reviews client's records/reports as made available to maintain awareness of treatment goals, objectives and strategies.
  5. Relays both verbally and in writing pertinent information to a variety of employees, i.e., supervisors, medical, OT/PT, rec., nutritional services, QMRP, Psych. Dept.
  6. Reviews memos, status reports, and agency documents when issued.
  7. Completes required documentation (i.e. program data, file entries, etc.).
  8. Counts client population and records count by log entries at the beginning of every shifts.
- E. Maintains the environment following oral and written instructions, including clients' treatment programs, and facility policies and procedures using skills in implementing written and oral training/treatment programming and procedures.
  1. Completes checks according to residential and facility policy and procedures.
  2. Assists in room inspections and searches according to residence and facility policy procedures.
  3. Completes work orders and requests to facilitate maintenance and repair of the facility, as needed.
  4. Supervises and coordinates clients to accomplish required cleaning details.
  5. Monitors to ensure the proper laundering of clothing and bedding according to facility rules and policies.
- F. Within the limits of training and abilities, acts to protect facility clients from immediate harm in any observed or known perilous situation where the potential for injury or death is clear.
- G. Ensures the work environment is safe and well maintained to prevent needless injury, time loss, and expense.
- H. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- I. Complies with HIPAA guidelines for Level 3 - information is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and medical history information.

**Knowledge:** One year experience working with persons with developmental disabilities Successful completion of Psychiatric Aide training requirements. Training expectations for the secure unit and the criminally committed clients are more intense and more complex due to security policies and the types of clients that come to the facility.

**Skills:** Expresses oneself effectively orally and in writing. Skill in the use of facility equipment such as self-help aids, O.T. & P.T. equipment, and household appliances, skill in implementing written and oral training/treatment procedures. Assignments in the secure unit or with criminally committed clients can be very difficult and complex. Must be able to work through sensitive problems, crisis situations, make immediate decisions for resolution of crisis, hazardous and sometimes very sensitive

problems.

**Abilities:** Must have the ability to:

- 1) perform critical physical demands of job as outlined in Working Conditions Physical Demands.
- 2) gain the confidence of the clients.
- 3) train and provide treatment/training, support, and care for clients.
- 4) follow oral and written instructions including client treatment programs and facility policies and procedures.
- 5) work cooperatively and effectively with others.
- 6) lift adults using approved mechanical devices and/or techniques.
- 7) read and comprehend written material in order to implement training activities according to written program guidelines.

The work requires knowledge of a body of standardized facility rules, regulations, procedures and equipment as well as the ability to apply them to the complex procedural assignments of observing clients for behavioral or health problems, training clients in life skills, supervising clients for compliance with the rules, searching and transporting clients and responding to emergencies at the facility. Also required is the ability to communicate effectively with clients of all developmental levels. Must be able to react and respond promptly, calmly, and appropriately to a variety of challenging behaviors including assault, combativeness, argument, and threat without letting one's own emotions interfere with client rights and the duty to protect from harm.

**EDUCATION AND EXPERIENCE REQUIRED:**

The above knowledge, skills and abilities are typically acquired through high school graduation or GED, and one year of experience working with DD persons and completion of Psychiatric Aide pre-service but must be maintained through required yearly inservices of CPR course, Advanced Mandt Training, Back Safety, Bloodborne Pathogens, Hazardous Communications and others.

**SELECTIVE SERVICE ACT:**

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

**IMMIGRATION REFORM AND CONTROL ACT:**

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**COMPENSATION:**

This position is classified at a band 2 on the state's general pay plan. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts," public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

**APPLICATION AND SELECTION PROCESS:**

This position is being advertised outside the Agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicant's qualifications may include an evaluation of the Montana State Application Form; a structured interview; a performance test, and reference and criminal background checks. Application materials required are as noted below:

1. Applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax applications to 225-4414 or e-mail to [Cbirtcher@mt.gov](mailto:Cbirtcher@mt.gov). Applications may also be submitted to a

Local Job Service Office.

2. Any relevant college transcripts.
3. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.**